

*Approved for
Public Service
Awards Program
procedures.*

WFB

9 Jul 80



WASHINGTON, D.C. 20505

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

8 July 1980

Mr. Worth Bateman
President's Award for Energy Efficiency Program
U.S. Department of Energy
Room 6A-087
Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20585

Dear Mr. Bateman:

1. The following is the Central Intelligence Agency's Incentive Award nomination for a Federal Energy Efficiency Award. Although it represents a comparatively small total dollar savings to the Federal Government, it is an excellent example of the intent of the program.

2. Our candidate is a GS-05 Security Clerk/Courier in our Office of Security, [REDACTED]

STATINTL

3. [REDACTED] cut the number of automobile trips made by his unit in half resulting in a 50% savings of automotive fuel for the branch.

4. In addition, the individuals who had been making the courier runs could now be used in other productive work to meet an ever increasing workload without the need to increase ceiling.

5. The Office of Security estimated the savings in operating costs of \$1,300 (6,500 miles X 20 cents per mile) and they gained approximately 250 hours of more productive courier work or a total tangible savings to the Agency of \$2653 plus \$35 intangible benefits in the "Moderate/Limited" range. [REDACTED] has been awarded a "Certificate of Appreciation" and a check for \$300.

STATINTL

STATINTL

6. Many other suggestions concerning energy conservation were received. However, those that were judged cost effective and implementable did not meet your "overall 10% per unit" criteria and therefore are not suitable at this time.

7. We hope to have submissions similar to [REDACTED] STATINTL in the coming year that will meet and even exceed those criteria.

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

SUGGESTION NO. 80-314: Dated 15 May 1980

STATINTL

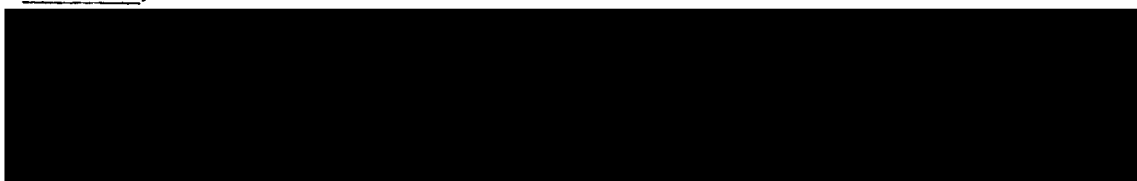
GS-05

Security Clerk/Courier

Directorate of Administration/SEC

STATINTL

A. Summary



B. Evaluations

1. Office of Security implemented the suggestion on 1 May 1979. OS reports the eliminated mail trips saves vehicle operating costs of \$1,300 (6,500 Miles X .20 Per Mile) and they gain approximately 250 hours of more productive courier work. OS Awards Coordinator recommends a total award of \$155 based on \$1,300 tangible savings plus \$25 for intangible benefits of Moderate/Limited.

2. The Committee's staff believes the courier's time (250 hours saved) should be included in the tangible savings for an award. We calculate total savings to be \$2,653 (\$1,353 couriers time saved (250 Hrs X \$5.41 GS-05 rate) plus \$1,300 vehicle savings.

C. Staff Recommendations

1. Not line of duty.

2. \$300 Award for tangible savings of \$2,653 (\$265 Award) plus (\$35) intangible benefits of MODERATE/LIMITED.

D. Decision of the Chairman

Chairman 15

7 JUL 1981

Date

\$300
Award

Att

EVALUATION REPORT

TO: Executive Secretary Suggestion and Achievement
Awards Committee

SUGGESTION NO.

80-314

INSTRUCTIONS Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy. SEE REVERSE SIDE. THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED

☒ ADOPTDATE
IMPLEMENTED

1 May 79

☐ DECLINE☐ OTHER (Specify)

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The suggestion is a very good one which has and will conserve scarce petroleum products, cut down on wear and tear on CIA vehicles and release one man for more productive work for as much as one hour per day.

3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

6500 miles X .20 per mile = \$1300 per year

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

More productive work for one hour per day for one man.
Would rate this as limited application with a moderate value.

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

Unknown

STATINTL

DATE

6-4-80

DATE

6 June 80
Approved

EMPLOYEE SUGGESTION

(DO NOT WRITE IN THIS SPACE)

Approved For Release 2001/09/04 : CIA-RDP84-00313R000100180003-9

TO WHOM IT MAY CONCERN

THE ACCEPTANCE BY ME OF A CASH AWARD FOR THIS SUGGESTION SHALL CONSTITUTE AN AGREEMENT THAT THE USE OF THE SUGGESTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS.

STATINTL

MAY 15 12 13 PM '80

RECEIVED
MAY 15 1980

ROOM NUMBER AND BUILDING

GE-23 HDQS

IF CONSULTATION IS REQUIRED, MAY WE REFER YOUR NAME TO THE EVALUATOR?

☒ X

YES

☐ NO

THE PRIVACY ACT, PUBLIC LAW 93-573, REQUIRES THAT FEDERAL AGENCIES INFORM INDIVIDUALS WHEN THEY ARE ASKED TO PROVIDE THEIR SOCIAL SECURITY ACCOUNT NUMBER (SSAN) WHETHER THE DISCLOSURE IS MANDATORY OR VOLUNTARY. BY WHAT AUTHORITY SUCH NUMBER IS SOLICITED AND WHAT USES WILL BE MADE OF THE SSAN DISCLOSURE BY YOU OF YOUR SSAN ON THIS FORM IS VOLUNTARY. THE AUTHORITY FOR THIS SOLICITATION IS EXECUTIVE ORDER 9397. THE SSAN IS USED AS AN IDENTIFIER FOR THE SUGGESTION AND ACHIEVEMENT AWARDS COMPUTER SYSTEM. FAILURE TO PROVIDE YOUR SSAN MAY DELAY THE PROCESSING OF AN EMPLOYEE SUGGESTION.

TITLE OR SUBJECT OF SUGGESTION

Mail runs for the OS Letter Drop Program as done by the [REDACTED] courier.

SUGGESTION NO.

80-111111

STATINTL

PRESENT METHOD

The following method was used until 1 May 79:

[REDACTED] were serviced AM daily while outgoing mail was sent PM daily also from Main Post Office.

I SUGGEST

Since 1 May 1979 I have combined both mail runs into one daily morning run.

ADVANTAGES

The above suggestion has saved and will save a considerable amount of fuel as well as general wear and tear on government vehicles. For example, one round trip to the Main Post Office is 26 miles. Since 1 May 79 approximately (250 trips x 26 miles) 6500 miles of traveling have been saved. Also, the average time needed to make this round trip is one hour, therefore approximately 250 work hours have been saved since 1 May 79. This extra time has been used to ~~XXXXXXX~~ further increase the efficiency of this office.

FORM 244
(3/79)USE PREVIOUS
EDITIONS☐ DCL ☐ RVW

DRV BY

CLASSIFY AS APPROPRIATE

(47)

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UNCLASSIFIED

USE ONLY

CONFIDENTIAL

SECRET

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EDITING AND RECORD SHEET

SUBJECT: (Optional)

President's Award for Energy Efficiency Program

FROM: EXECUTIVE SECRETARY

EXTENSION

NO.

SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
915 AMES BUILDING

DATE 8 July 1980

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/BSO
5E 56
Headquarters

RECEIVED

FORWARDED

9 Jul 80

Per your request.

2.

3.

C/IAB

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

We've not received the
check or certificate
for this award yet..
should be next week.

1 to 3:

Don - This not
of significant level
to warrant
submission.
Falls in category
"IA 3" which is
deserving of Agency
recognition (which he
is already getting).
Next time you're
over here, stop in
and see me to

FORM
3-62

610

USE PREVIOUS
EDITIONS

SECRET

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INTERNAL
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UNCLASSIFIED

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